

# Quick Reference Guide 6

## Outlook 2011 for Mac

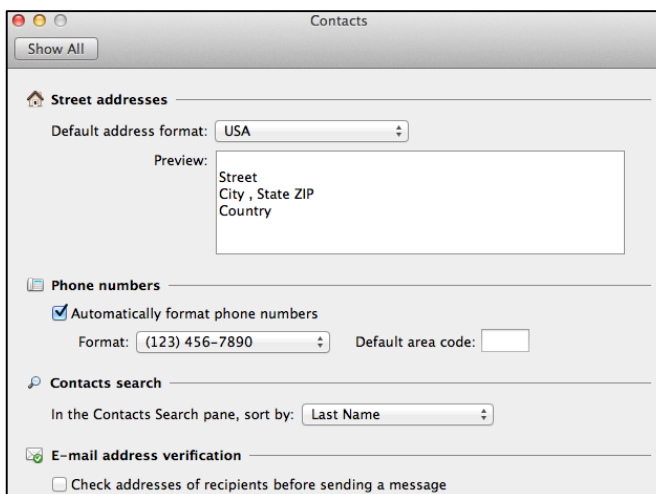
### Contacts



## Working with the Contacts


### Preferences

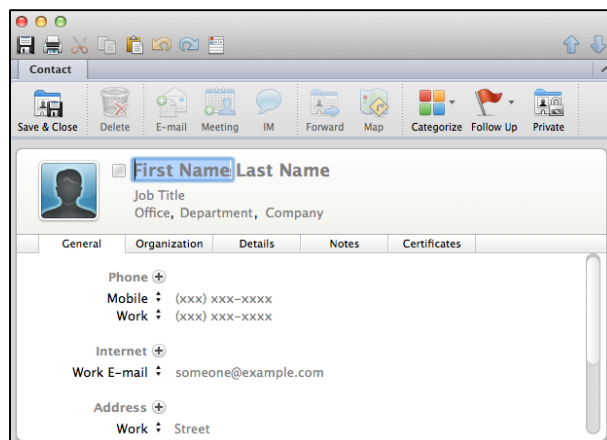
1. Click **Outlook** menu | **Preferences** | **Contacts**.
2. Select the **Default address format** (USA by default).
3. Select the **Phone numbers** default format.
4. Define the **sort** when searching **Contacts**.
5. Click the **Red X** to dismiss the **Preferences** dialog box.



### Creating a New Contact

Click **View** menu | **Go To** | **Contacts**; or click the **Contacts** button in the Navigation Pane to display the Contacts.

1. From the Contacts, click **Contact**. A blank Contact card window displays.
2. Enter data on the **General** tab in the fields provided.
3. To add additional data, like age, birthday, anniversary, or spouse, click  the **Plus** sign for the **Personal** field.
4. To mark the contact private, click **Private** on the toolbar.
5. **Categorize** if desired.
6. Click **Save & Close**.



### Arranging Order of Address Book

1. Click the column heading **Arrange By**. A list of possible fields to arrange by displays.

*The default arrangement is to sort by **Name**.*

2. To select a different sort, choose from the drop-down list.



For software training, contact the Computer Training Center (CTC) at 358-1111 or visit the CTC Web site at <http://itcd.hq.nasa.gov/ctc>.


*This document is posted on the ITCD Web site <http://itcd.hq.nasa.gov/ctc>.*

## Sharing Contacts

You can share Contact cards as text or as a Vcard. Vcards import into any contact software, not just Outlook.

1. Share as text:
  - a. Right-click on the Contact card and select **Copy Contact Details**.
  - b. Create an Outlook e-mail and right click in the body.
  - c. Select **Paste**.
2. Share as a Vcard (.vcf file type):
  - a. Highlight the contact and click the **Forward** button. The Contact card will be attached to an e-mail in the Vcard file format.
  - b. You can also **Forward** within the contact card itself. Open the card and click the **Forward** button.
  - c. Finally, from the Contact list, right-click on the contact card and select **Forward as Vcard**.

## Creating a Contact Group

1. From the Contacts, Click **Contact Group**. An Untitled Group window displays.
2. Enter a name for the group in the field provided.
3. Click  the **Plus** sign to add contacts to the group.
4. Enable **Use Bcc to hide user information** so the others in the group do not know who else is receiving the message when you send e-mails using the Contact group.
5. To create an e-mail to the Contact group, click the **E-mail** button.
6. To send a meeting invite to the group, click the **Meeting** button.
7. **Categorize** if desired.
8. Click **Follow Up** to flag if desired.
9. Click **Save & Close**.

